

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
Board of Adult Care Home Administrators
APPLICATION FOR
TEMPORARY ADULT CARE HOME ADMINISTRATOR LICENSE

TYPE OF LICENSE

☐ TEMPORARY: \$100.00

Personal checks are accepted; license may be subject to action if checks are found invalid or insufficient. Discover Card may be used for payment of fees. Charge authorization form must be completed and signed to utilize this option.

APPLICANT INFORMATION

Name: _____
Last First MI Other

Address: _____
Street / Route / Box / Apt # City State Zip

Phone: work (____) _____ home (____) _____ Birthdate: ____/____/____ SSN _____

Email address (optional) _____
(attach a copy of your Social Security Card or document bearing your name and Social Security number)

FACILITY IN WHICH YOU ARE SEEKING EMPLOYMENT:

Facility Name: _____ Facility Phone: () _____

Address: _____
Street / Route / Box / Apt # City State Zip

EDUCATION - List

College/University	Degree	Date Conferred
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

If applicable, transcripts must be sent by the college or university directly to Health Occupations Credentialing. If you are filing for testing under KSA-65-3504(b), request, complete, and submit Application for Exemption of Formal Education.

FUTURE PLANS

I will seek full licensure. **Y / N**
I will plan to seek licensure based on licensure in another state. **Y / N**
I have held a license as a Kansas Adult Care Home Administrator. **Y / N**
If YES, License Number: _____ Issue Date: _____ Expiration Date: _____
I have at least once failed the examination specified in KAR 28-38-18. **Y / N** Exam Date: _____

LICENSE IN ANOTHER STATE

List all states in which you have ever held an adult care home administrator license:

State: _____ State: _____ State: _____

State: _____ State: _____ State: _____

For each state, complete Part I of the verification of license, request that the state Board complete Part II and return verification to this Board.

DOCUMENTATION OF NEED FOR TEMPORARY LICENSE

K.A.R. 28-38-21 requires that applicants provide written documentation from the board of directors, corporation or ownership of the facility that no licensed, qualified applicant is available to serve as administrator in the facility and written endorsement that the applicant is the most qualified applicant for the facility where the person is to be employed.

DISCIPLINARY ACTION

● Has disciplinary action ever been taken against an adult care home administrator license, a professional or occupational health care license, a mental health care license or a social worker license held by you, whether issued by this state or another state or jurisdiction?

Y / N

If YES, please provide specific details and copies of all relevant documents.

Please read carefully before answering

Have you ever been convicted of a crime by any court (including Kansas), or any federal court of the United States? This includes any felony, misdemeanor, or DUI convictions.

Y / N

If YES, please indicate:

Date of conviction: _____

City, County and state of conviction: _____

Crime of which convicted: _____

NOTE: Pursuant to state regulations, the Board requires that you provide all reports and court documents related to the conviction. Materials should be submitted to Health Occupations Credentialing. Please note, any and all costs for obtaining such reports/documents are your responsibility. You are also invited to submit a letter and any other additional supporting information or documents to the Board explaining the circumstances surrounding the case, complete resolution of the issue (including final probation, community corrections or parole documents), and how/why this situation is not expected to occur again. The candidate shall have the burden of proving that the candidate has been rehabilitated and warrants the public trust.

I do hereby attest that the information supplied in this application and any attachment is accurate and complete to the best of my knowledge. I do hereby give permission to the Board to verify any information provided in this application and attachments. I understand that the application fee is non-refundable should I not meet licensure qualifications.

Signature: _____

Date: _____

 **PLEASE NOTE: YOUR SIGNATURE MUST BE NOTARIZED**

SUBSCRIBED AND SWORN TO before me, the undersigned authority,
on this _____ day of _____, 200_____

(Notary Public)

My appointment expires: _____

Submit application, fee and supporting documents to:

**Health Occupations Credentialing
Kansas Department of Health and Environment
1000 SW Jackson, Suite 200
Topeka, Kansas 66612-1365**